

# Construction Management and Architectural Drawings

## Request for Proposals

This Request for Proposals (RFP) is being issued by the Housing and Redevelopment Authority of the City of St. Paul, Minnesota (HRA). HRA invites the submission of proposals from qualified Project Managers or Draftspersons/Architects (Respondent(s)) with expertise and experience drafting scopes and drawings for parking lot construction.

The work contemplated is professional in nature. The Respondent shall be financially solvent and each of its members, employees, agents, partners and/or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal or equitable obligation on the part of HRA or any Respondents. HRA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP, in whole or in part, at any stage. In no event shall HRA be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Respondent shall be entitled to repayment from HRA for any costs, expenses, or fees related to this RFP. All documentation submitted in response to this RFP will become the property of HRA.

### **Sect 1. Objective:**

To complete scopes of work that result in a quality, code compliant, parking lot.

### **Sect. 2. Background:**

The lot at 1046 Arcade was purchased by the HRA several years ago. The structure on the lot was demolished and the lot was graded and seeded. It has remained vacant for several years. Tanika Nolan of Acme Tattoo, across the street, approached the HRA seeking to purchase or lease the property at 1046 Arcade for a parking lot. The HRA wishes to construct the parking lot and lease it back to Tanika Nolan for a period of fifteen years.

### **Sect. 4. Work to be performed:**

Requested work includes completion of two tasks: drawing creation and construction management (Assignments). A qualified draftsperson/architect may be hired for either or both Assignments at the discretion of the HRA, dependant on qualifications and capacity of staff and the needs of the HRA.

#### **Sect 4a: Relationship between construction manager and draftsperson/architect**

1) When a Respondent is qualified as both project management and draftsperson/architect, the HRA prefers to contract with the same Respondent for both services.

2) When a Respondent is qualified as a construction manager only, the construction manager must contact a draftsperson/architect from the NSP qualified list created by this RFP process and verify availability to complete drawings within the construction manager's timeline. The HRA will directly pay the draftsperson/architect for the drawings required by the HRA to achieve required drawings for a scope of work according to fee schedules provided in response to this RFP.

If a drafts person/architect contacted by a construction manager is not performing according to schedule, the construction manager is required to notify the HRA Project Manager in writing. See Section 9a.

#### **Sect 4b: Changes to work**

Requests for changes to the scope of services, fees, or timelines outlined in this RFP must be documented in writing and provide justification for the change. The HRA reserves the right to accept or reject changes in its sole discretion.

#### **Sect. 4c: Additional Services**

When there are defensible circumstances that require professional services beyond those detailed in scope development and construction management: e.g. a surveyor, engineer, etc, those services will be separately contracted by the HRA for the benefit of the scope development process.

### **Sect 5. Scope Development:**

#### **Sect 5a: Tasks of Construction Manager**

- 1) Select a drafts person/architect from HRA-approved list to create drawings and verify availability to complete drawings within timeline. Notify HRA Project Manager of selected drafts person/architect. Note that the HRA reserves the right to hire a different draft person or architect based on availability, qualifications, or HRA needs.
- 2) Conduct a site visit and develop a plan for addressing the subject property in partnership with designated HRA Project Manager and drafts person/architect.
- 3) Review all tests and analysis provided. Draft an initial scope of work that incorporates research provided to date and the concepts from the site visit. Although all reports are attached to the scope of work, it is the NSP program's expectation that the scope of work will address all information present in the reports.
- 4) Work directly with drafts person/architect to facilitate drawings for scope. Provide draft scope and drawings to designated HRA Project Manager for review and comment.
- 5) Finalize the scope of work, include bidding instructions and compliance requirements (provided by HRA) to achieve a complete bid package. Submit final bid package, including drawings, bidding instructions, and compliance requirements, to HRA Project Manager.
- 6) Participate in bid walkthrough to clarify scope. Draft scope clarifications and provide to HRA project manager for posting and submittal to contractors during bidding process.
- 7) Act as construction manager through the construction period.

#### **Sect 5c: Scope Requirements**

- 1) **Specific:** Scopes shall be clearly written, compliant with local building code, specify type of materials, and detail method of installation per manufacturer's instructions and trade practice. Measurable locations should be detailed to facilitate bidding process, however it is not expected that scopes provide exact measurements.

- a) **Comprehensive:** Scopes shall include sufficient detail to ensure compliance applicable regulations, policies, and programs.

#### **Sect 5d. Contractor Compliance Requirements**

Please see Attachment E. The compliance requirements that apply to all NSP homes shall be attached to the bid documents for each scope of work. Where applicable, reference to these requirements must be incorporated into the scope of work. For example, the general requirement of an insulation specification shall specifically note that insulators must be on the approved list of Xcel Energy approved insulators.

#### **Applicable compliance requirements include:**

- 1) Subcontractor utilization that meet thresholds for Section 3.
- 2) Subcontractor utilization that meets thresholds for Minority, Small, and Women Owned Business Enterprises.
- 3) Affirmative Action/Equal Employment Opportunity practices for any business receiving more than \$50,000 from the City of St. Paul each year.
- 4) Subcontractors and General Contractors are required to utilize B2GNow to track payments received as a component of each draw request.

#### **Sect 6. Drawings**

##### **Sect 6a: Tasks of Draftsperson/Architect**

- 1) Conduct a site visit and develop a plan for addressing the subject property in partnership with designated HRA Project Manager and draftsperson/architect.
- 2) Create drawings as required.
- 3) Edit drawings in response to comments from scope writer and HRA Project Manager.
- 4) Respond to drawing clarifications as necessary during the bidding process.

##### **Sect 6b: Fee Categories for Drawings and Drawing Requirements**

There are different drawing requirements for the different levels of rehabilitation identified in Section 5e. Definitions of drawing requirements are detailed below. Draftspersons/architects shall be qualified per category of building and provide a per drawing fee for “Miscellaneous Plans”.

#### **Sect. 7. Tasks of HRA Project Managers:**

- 1) Facilitate hire of draftsperson/architect, and construction manager.
- 2) Participate in conceptual walkthrough with construction manager and draftsperson/architect.
- 3) Coordinate pre-construction meeting with HR/EEO compliance officers.
- 4) Provide and obtain HRA Executive Director signature on and other required signatures on construction contract with qualified Contractor.

- 5) Draft and send rejection letters to unqualified contractors that are lowest bidder on projects.
- 6) Approve all change orders, timeline extensions, and draw requests.
- 7) Conduct final inspections and draft punch list.
- 8) Draft notification of contract breach to non-performing contractors.
- 9) Post properties for sale and facilitate sale to qualified homebuyer.
- 10) Coordinate asset management and maintenance prior to and after construction.

## **Sect 8. Diversity and Equal Economic Opportunity Goals**

- HRA seeks to ensure equal economic opportunity for qualified construction managers and draftspersons/architects through this RFP.

### **Sect 8b. Affirmative Action/Equal Employment Opportunity**

Every contractor or subcontractor whose total accumulated contract awards from the City of Saint Paul over the preceding twelve months have met or exceeded \$50,000 must complete and submit to the Department an Affirmative Action Program Registration form along with a \$75 registration fee. See Attachment I for a full description of AA/EEO requirements.

### **Sect 8c. Vendor Outreach**

Chapter 84 of the Saint Paul Administrative Code (the Vendor Outreach Program) sets the City's policy for helping minority-owned, women-owned, and small businesses (MBE, WBE, and SBEs) participate in City contracts. Vendor Outreach goals have been waived for this RFP, however good faith efforts will apply for any subcontracting opportunities. See Attachment J.

## **Sect 9. Audit/Public Information Requirements**

Pursuant to Section 6.551 of Minnesota Statutes, the successful proposer will be required to maintain all books, documents, papers, account records, and other evidence pertaining to work performed under any Agreement issued in such a manner as will readily conform to the terms of such Agreement and to make such material available at the Respondent's office at all reasonable times during the Agreement and thereafter up to six (6) years for audit or inspection by the HRA, City, the State Auditor, or any other authorized individuals. The successful proposer will also be required to comply with the data practices requirements contained in Chapter 13 of Minnesota Statutes (commonly referred to as the "Minnesota Data Practices Act" or "MDPA").

## **Sect 10. Time**

### **Sect 10a. Term of Contract for RFP**

The term of contract for qualified Respondents shall be for a contract period of up to 18 months, with the possibility of an extension at the discretion of the HRA and Respondent. Assignments will be provided and invoiced on a per-property basis during the contract period.

### **Sect 10b. Timeline for completion of assignments**

Once qualified, construction managers and draftspersons/architects are expected to deliver assignments according to the schedule defined in response to this RFP. Any known causes that will delay delivery of the scope must be communicated and agreed to in writing by the HRA Project Manager on assignment of a property.

If a construction manager is working with a drafts person /architect that is not performing, the construction manager is responsible to notify the HRA project manager and drafts person/architect in writing of non-performance and is responsible for requesting a replacement drafts person/architect.

Additional time required for project completion due to requirements outside of the construction manager or drafts person/architect's control, such as additional tests or pre-scope work, building inspection delays, personal crisis, or similar defensible causes must be communicated in writing to and approved by the assigned HRA Project Manager.

Repeated requests for extensions may result in a decrease of preference for assignments or result in a finding of non-performance.

#### **Sect 10d. Non-performance**

Construction managers and/or drafts persons/architects that do not complete the scope of services in accordance with project timelines will be provided written notice of non performance and provided with five business days to perform. Scope writers and/or drafts persons/architects that do not perform by the written notification deadline will receive **NO PAYMENT and will be subject to other remedies available to the HRA under the contract for services.** Any partially completed scopes of work or partially completed drawings will become property of the HRA. The HRA reserves the right to re-assign projects in order to achieve project timelines when a scope writer or drafts person/architect is not performing.

#### **Sect 11. Submittal Requirements**

Qualified Respondents shall submit one original and three (3) copies of their proposals by 4 pm CST on Friday September 14, 2012 to

City of St Paul HRA  
25 West 4<sup>th</sup> Street, Suite 1400  
Saint Paul, MN 55102

Applicants should note that one record copy must be submitted in a sealed envelope with the name of the applicant and the RFP project title clearly labeled on the outside. The first page of the record copy must include an original signature by an individual who is authorized to make representations and commitments on behalf of the Respondent. Failure to include this original signature, or other submittal requirements detailed below, may result in the disqualification of the application.

All Respondents acknowledge and agree that proposals submitted will be subject to the MGDPA and the data contained in such proposals may be deemed to be public data. Proposals submitted in response to an RFP become the property of the HRA and will not be returned.

The following is a general summary of how the MGDPA may apply to requests for proposals. It is not intended to apply to any particular proposal submitted in response to this RFP and all Respondents acknowledge that the following summary may not apply to the data contained in the Proposal: Data submitted by a business to the HRA in response to a request for proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the Evaluation Process" means that the HRA has completed negotiating the contract(s) with the selected vendor(s). After the HRA has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and

classified in Minn Stat 13.37. A statement by a Respondent that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response.

If all responses to an RFP are rejected prior to completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection process occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data becomes public.

#### **Sect 11a. Organization Documents:**

1. **Organization Information.** Principal place of business, contact person, title, telephone, fax numbers, e-mail address.
2. **Organization Description.** Description of the business organization (i.e. Corporation, limited liability company, joint venture).
3. **Certificate of Good Standing** (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Minnesota Secretary of State. If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.
4. **RFP Submittal Certification.** The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to proposal responses. See Attachment I.
5. **Evidence of Insurance:**
  - a. **Commercial General Liability** (Mandatory)
    - \$1,500,000 per occurrence
    - \$2,000,000 aggregate per project
    - \$2,000,000 products/completed operations total limit
    - \$1,500,000 personal injury and advertisingPolicy must include an “all services, products, or completed operations” endorsement where appropriate.
  - b. **Automobile Insurance** (Mandatory)
    - 1) When Commercial vehicles are used in connection with a contract. Coverage shall include hired, non-owned, and owned auto.
      - Bodily Injury
        - \$750,000 per person
        - \$1,000,000 per accident
      - Property Damage
        - \$50,000 per accident
    - 2) When Personal vehicles are used in connection with a contract, the HRA is not required to be named as Additional Insured, but proof of insurance is required prior to commencement of activities.
      - Bodily Injury
        - \$30,000 per person
        - \$60,000 per accident
      - Property Damage
        - \$20,000 per accident

3) When Rental vehicles are used in connection with a contract, the Contractor shall either purchase insurance from the rental agency, or provide HRA with proof of insurance as stated above.

**c. Worker's Compensation and Employer's Liability** (Mandatory).

Worker's Compensation is required per Minnesota Statutes.

\$500,000 per accident

\$500,000 per employee

\$500,000 per disease policy limit

Respondents with 10 or fewer employees who do not have Worker's Compensation coverage are required to provide the HRA with a letter verifying their number of employees and a statement that they do not carry this coverage.

**d. Professional Liability Insurance** (Preferred. (If a Respondent does not have Professional Liability Insurance in place, it is possible to work with the HRA to ensure adequate coverage through a General Liability policy).

\$1,000,000 per occurrence

\$2,000,000 aggregate

6. **Names and business addresses of all Principals of the Respondent** (For-profit firms only). For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent organization.

7. **Non-Profit Documentation:**

- i. IRS 501(c)3 determination
- ii. Articles of Incorporation
- iii. Corporate By-Laws
- iv. Listing of Board Members

8. **Certification as Section 3, MBE, WBE, SBE.** Provide certification letters if business is registered.

**Sect 11b. Construction Manager Qualifications:**

**For each qualified scope writer**, please submit the following:

- 1) Statement of qualifications, addressing criteria listed below (2 page max)
- 2) Resume. (2 page max)
- 3) Sample scope developed by the qualified staff person for a similar project.
- 4) 3 References from clients and/or contractors.
- 5) Timeline and fee for completing scopes in each property category.

**Sect 11c. Draftsperson/Architect Qualifications:**

The scope writer will contact qualified draftspersons/architects to ensure completion within the scope writer's timeline is possible. Drawings will be paid for by the HRA according to the RFP response provided.

**For each qualified draftsperson/architect**, please submit the following:

- 1) Statement of qualifications, addressing criteria listed below (2 page max)\*
- 2) Resume. (2 page max)\*
- 3) 3 References from clients and/or contractors\*
- 4) Sample drawings developed by the qualified staff person for a similar project.

- 5) Timeline and fee for completing drawings in each property category.  
*\* Draftspersons/architects that are also applying as scope writers are only required to submit one copy of statement of qualifications, resume, and references for each qualified person.*

## **Sect 12. Evaluation Criteria for Qualifications**

### **Sect 12a. Qualification in both categories of work**

The HRA will, at its discretion, award construction management and drawing responsibilities per project address. A Respondent qualified in both the construction management and drawing categories may or may not be assigned both responsibilities at a particular address at the discretion of the HRA.

### **Sect 12b. Criteria for Evaluating Qualifications**

In evaluating responses to this Request for Proposal, HRA will take into consideration experience, capacity, and cost that are being proposed by the Respondent. The following evaluation criteria will be considered in reviewing submittals. Quality will be evaluated based on scope and drawing requirements outlined in this RFP.

#### Mandatory Criteria

Respondents will be evaluated first for mandatory criteria qualification. Weighted criteria will only be evaluated for Respondents meeting all mandatory criteria.

- 1) Degree or license in architecture, engineering, building science, or related field; or 5 years experience as a scope writer or rehab adviser as the primary focus of position.  
**(Mandatory for scope writers)**
- 2) Experience providing drawings that meet the drawing requirements outlined in RFP.  
**(Mandatory criteria for draftsperson/architect)**

#### Weighted Criteria per Category of Project

Respondents meeting Mandatory Criteria will be evaluated for cost reasonableness and capacity.

- 3) **Cost reasonableness.** Pricing proposals will be weighted according to responses received.

Pricing Proposals that are in highest cost 1/3 of proposals	5 points
Pricing Proposals that are in middle cost 1/3 of proposals	10 points
Pricing Proposals that are in the lowest cost 1/3 of proposals	15 points

- 4) **Capacity to Produce Scopes.** Timeline proposals will be weighted according to responses received.

Timeline Proposals that are in the longest 1/3 of proposals	5 points
Timeline Proposals that are in the middle 1/3 of proposals	10 points
Timeline Proposals that are in the shortest 1/3 of proposals	20 points

#### Preferred Criteria

- 5) **Local Economy:** As a component of this RFP the HRA seeks to support St. Paul area businesses, as well as MBE/WBE/SBE and/or Section 3 certified businesses. Responses will be weighted according to the table below (*max 11 points*)



<b>Business Located in St Paul</b>	1 point
<b>MBE/WBE/SBE Certification</b>	1 point
<b>Section 3 Certification:</b> Certification cannot be based on 25% subcontracting category to receive points as there will be no subcontracting opportunity through this RFP.	9 points

- 6) **Ability to provide both drawing and scope writing services** (*preferred, not required, 3 points*)  
Respondents that are capable of providing both scope writing and drawing services for the parking lot.

**Sect 12c. Additional Rights Reserved by the HRA.** The HRA reserves the right to:

- Reject any and all proposals received in response to this RFP.
- Select for contract negotiations, and award contracts to, the Respondent(s) whose proposal is the most advantageous and offers the best value to the HRA in the exercise of its sole discretion using the evaluation process described herein, whether or not the proposal is the lowest cost proposal.
- Waive any irregularities or inconsistencies in proposals received.
- Consider and /or accept a written modification (requested by the HRA) of a proposal if the proposal itself was submitted on time, and the modified proposal is more favorable to the HRA.
- Approve or disapprove any employee or subcontractor proposed to be used by a Respondent.
- Negotiate any aspect of a proposal with any Respondent and negotiate with more than one Respondent at the same time.
- Terminate negotiations and prepare and release a new RFP, or take such other action as the HRA deems appropriate if negotiations fail to result in contracts within a time acceptable to the HRA in its sole discretion.
- Select more than one Respondent to perform various elements of the project.
- Clarify or seek from Respondents additional information on any proposal.

### **Sect 13. Timeline for RFP**

<b>Bid Post</b>	<b>Thursday October 18, 2012</b>
<b>Mandatory Open House</b>	<b>10:30 a.m. Wednesday October 24, 2012 (Required)</b> Meet at 1046 Arcade Street, Saint Paul, MN 55106
<b>Deadline for Questions</b>	<b>Monday October 29, 2012, submit by 4 pm</b>
<b>RFP due</b>	<b>Friday November 2, 2012' submit by 4 pm</b>
<b>HRA Evaluation Complete</b>	<b>Friday November 9, 2012</b>

The HRA will provide letters indicating qualification of Respondents upon completion of Evaluation. Once qualified, the HRA will provide scope and construction management assignments.

### **Sect 14. Questions**

Questions must be submitted in writing to Kate Reilly at [kate.reilly@ci.stpaul.mn.us](mailto:kate.reilly@ci.stpaul.mn.us). Responses to all questions will be posted by Wednesday, October 31, 2012 at 4 pm.

**Construction Management and Drawings  
Submittal Cover Sheet**

**Organization Submittals Checklist**

**1. Organization Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**2. Organization Description.**

**Attached:**

- ☐ **3. Certificate of Good Standing or Certificate of Existence**
- ☐ **4. RFP Submittal Certification (Signed below)**
- ☐ **5. Evidence of Insurance**
- ☐ **6. Names and Business Addresses of All Principals of Respondent** (*for-profit applicants only*)
- ☐ **7. Non-Profit Documentation** (*non-profit applicants only*)
  - ☐ **IRS 501(c)3 Determination**
  - ☐ **Articles of Incorporation**
  - ☐ **Corporate By-Laws**
  - ☐ **Listing of Board Members**
- ☐ **8. Individual Qualifications for each qualified scope writer and/or draftsman/architect**

**RFP CERTIFICATION**

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to HRA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

\_\_\_\_\_  
(Name of Respondent Organization)

\_\_\_\_\_  
(Name of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**RFP: Construction Management and Drawings  
Individual Qualifications Cover Sheet**

**For EACH individual requesting qualification, submit the following:**

**1. Name of Individual:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Qualification Submittal for (*check one or both boxes*):**

☐ **Construction Manager**

☐ **Draftsperson/Architect**

☐ **Attach Statement of Qualifications for Individual addressing (*2 page max*):**

☐ **Education/Experience (11d.1)**

☐ **Scope writing experience (Scope writers only) (11d.2)**

☐ **3 References from clients and/or contractors**

**2. ☐ Attach Resume for individual respondent (*2 page max*) including:**

☐ **Education/Experience Requirements (See 11d.1)**

**3. ☐ Documentation of training, certifications, and licenses applicable to work**

**4. ☐ Sample scope of work (*construction manager only*)**

**5. ☐ Sample drawings (*draftsperson/architect only*)**

☐ **Parking lot specifications**

☐ **Landscaping and grading plan**

**Respondent Organization:** \_\_\_\_\_

**6. Fee Schedule and Timeline: Construction Managers**

Construction managers should state the fee payable for all work per category. Time shall be indicated per business day.


**7. Fee Schedule and Timeline: Draftsperson/Architect**

Draftspersons/architects shall state the fee payable for all work per category. If a draftsperson/architect is not qualified for a project category, write “N/A” in the boxes related to that category. Time shall be indicated per business day.


**8. Unit Price: Miscellaneous Drawings from Draftsperson/Architect**

Miscellaneous Drawings	Fee
Professional Landscape and Grading Plan	